



County of San Diego, Planning & Development Services
**TENTATIVE MAPS FOR CONDO
CONVERSION STAFF CHECKLIST**
ZONING DIVISION

Tentative Map Number _____ Accepted for filing _____ by _____
Date Name

YES **NO**
☐ ☐

MORATORIA (Check yes if the project is affected by a moratorium. Refer to moratorium book under the name of area.)

☐ ☐ Check for flags.

ASSOCIATED DOCUMENTS AND INFORMATION REQUIRED

☐ ☐ Discretionary Permit Application (PDS-346). Make sure applicant has filled out and signed the front.

☐ ☐ Acknowledgment of Filing Fees and Deposits (PDS-126). If case involves a deposit (new major subdivision, etc.), have applicant sign the back of PDS-126.

☐ ☐ Signed Affidavit stating that the 60-day prior notification has been accomplished.

☐ ☐ **ENVIRONMENTAL REVIEW**

a. CEQA Exemption: collect CEQA Exemption Review Fee.

☐ Preliminary Flood Plain Evaluation (PDS-394).

☐ ☐ Evidence of Legal Parcel (PDS-320) See PDS-219. (Verify with DPW that the Covenants of Improvements of PM have been released/recorded)

☐ ☐ Two (2) copies of the Preliminary Title Report not more the 6 months old.

☐ ☐ Disclosure Statement (PDS-305).

☐ ☐ Associated requests for Rezones, Major Use Permits, Variances, Specific Plans being filed concurrently. Planned Development Projects must be filed concurrently.

☐ ☐ School Letters (PDS-399SC). Letter from each applicable school district.

☐ ☐ Sewer Letter (PDS-399S).

☐ ☐ Water Letter (PDS-399W).

☐ ☐ Fire Letter (PDS-399F).

☐ ☐ Additional Services Letters.

YES **NO**
☐ ☐

PUBLIC NOTICE PACKAGE:

☐ Assessor's Map(s) properly marked.

☐ Typed list.

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<http://www.sdcountry.ca.gov/pds>





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Continued

YES **NO**
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PUBLIC NOTICE PACKAGE (continued):

- ☐ One (1) set of stamped and addressed envelopes.
- ☐ One (1) set of Labels.
- ☐ Public Notice Certification (PDS-514 and PDS-299).

YES **NO**
☐ ☐

Vicinity Map/Project Summary (PDS-524) Must show proposed lots and roads. If it is a rezone, then contiguous zones must be shown on the map.

- ☐ One (1) set of stamped and addressed envelopes to current tenants for each apartment unit.
- ☐ Typed list of the tenants living in the development at the time of application.

☐ ☐ Two (2) copies of a Stormwater Management Plan.

MAP

- ☐ ☐ Legible prints.
- ☐ ☐ Size of map no larger than 36" x 48".
- ☐ ☐ Copies - see coversheet of application.

STATEMENTS ON THE MAP

- ☐ ☐ Name, Address, Telephone number and Signature of Property Owner(s).
- ☐ ☐ Name, Address, Telephone number and Signature of Subdivider(s).
- ☐ ☐ Name, Address, Telephone number and Signature of Engineer or Surveyor.

DISTRICTS

- ☐ ☐ Sewer or septic.
- ☐ ☐ Water or wells.
- ☐ ☐ Fire.
- ☐ ☐ All schools - elementary, junior, and high.
- ☐ ☐ Street lighting.
- ☐ ☐ Other.

DESIGN

- ☐ ☐ Numbering of condo units.
- ☐ ☐ Dimensions of all property lines of the subdivision and the lots/parcels.
- ☐ ☐ Easements for other than road purposes, existing or proposed width.



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Continued

DESIGN (continued)

YES NO

☐☐

Streets approximate grades, widths, names, radii of curves, cross sections, private vs. public.

☐☐

Existing buildings, traveled ways and streets on a subject property and within 100 feet. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines.

☐☐

Adjacent subdivisions and parcel maps; show map number.